

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date Department of Education Application Number Office of Vocational Education Division of Vocational State Planning Application Number Date Received Date Completed and Operations, State Office Building JAN 3 0 1981 1-23-81 Atlanta, Georgia 30334 2. Person to Contact **Working Title** Telephone Number Eugene Clear Property Control Officer 656-3435 3. Action Requested b.

Dispose of present accumulation; no further accumulation anticipated. 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest | To Present Vocational Equipment Inventory Computer Report Files 1968 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Inventory Control Unit is responsible for maintaining and monitoring all data entered into the Statewide Vocational Equipment Inventory Control Computer System, as part of the Vocational Education Management Information System. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: maintaining an inventory of all equipment (valued at \$100 or more) purchased by school systems, area technical-vocational schools and junior colleges for vocational education programs. "Vocational Equipment Inventory" (INV PROG/ANNL 001.W), containing an annual Included are: Statewide inventory listing; and "Vocational Equipment Inventory Additions Report" (INV PROG/ADDS .001.W) containing quarterly additions to the Statewide annual inventory listing. Chronologically by quarter and fiscal year; thereunder by school File is arranged: system; thereunder by school; thereunder by taxonomy code. How often are records referred to which are: 8. Monthly Reference Rate One to six months old <u>daily</u>; Seven to twelve months old <u>daily</u>; Thirteen to twenty-four months old <u>seldom</u>; twenty-five months and older <u>seldom</u>? 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _

VES No 10. Obersthemaire Place an "X" in the proper column X Into the official copy of the errigs Into Lybrie is 17 MIS Data Center, Naycross, Gerogia.				,			
Does the series contain confidential information requiring security handling? If yes, gite law or regulation. X	YES NO	IO. Questionnaire	(Place an "X	" in the proper co	lumn)		
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X d. Does this series have historical or long term research value?	X						
e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled sparsage? X	$\frac{1}{x}$	c. Is this a vital r	ecord?				
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If yet, attach copy. Annual Inventory Listing No. Is there a duplication of this series in your office or in another office or agency? If yes, where? MIS Data Center in Waycross, Georgia; Local School Systems; Centers No.		f. Is the informa	<u>tíon contained i</u>	n this series ever p			
X If yes, where? MIS Data Center in Waycross, Georgia; Local School Systems; Penters. X I. beth senies to a major portion of fit regularly microfilmed? X I. Does the record series result in a computer printout? File is computer printout. The following requires the series to be kept:	X	g. Is the informa	tion contained in copy. Annual	n this series ever a Inventory L	nalyzed and/or recorded in a summarized report? isting		
The following requires the series to be kept:						Marietta Regional Center	
11. Retention Requirements The following requires the series to be kept: a. State Law years. b. Statute of limitation years. c. Federal law Years. d. Audit period years. e. Administrative need years. f. Federal retention instructions years. Attach copy or excert of laws or regulations. Explain administrative need. 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: Calendar Year, Fiscal Year; D3 Other See Below then, year(s); then Transfer to local holding area; hold year(s); then Transfer to State Records Center; hold year(s); then Destroy. Transfer to State Archives for permanent retention. Other (Specify) *Quarterly Vocational Equipment Inventory Additions Report - Hold in current files area until annual report has been received and verified; then destroy. Annual Vocational Equipment Inventory Reports - Hold in current files area until next annual report has been received and verified; then destroy. These instructions apply to all prior and future accumulations of the series. Agency Head Petignee (Symptore) Date These instructions apply to all prior and future accumulations of the series. State Auditor/Designee State Auditor/Designee State Auditor/Designee Attorney General/Designee Attorney General/Designee Autorney General/Designee Autorney General/Designee Attorney General/Designee Attorney General/Designee							
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